



COUNTY OF SAN DIEGO
Great Government Through the General Management System – Quality, Timeliness, Value
DEPARTMENT OF HUMAN RESOURCES

CLASS SPECIFICATION

CLASSIFIED

PUBLIC DEFENDER INVESTIGATOR TRAINEE	Class No. 005731
PUBLIC DEFENDER INVESTIGATOR I	Class No. 005764
PUBLIC DEFENDER INVESTIGATOR II	Class No. 005765
PUBLIC DEFENDER INVESTIGATOR III	Class No. 005766

■ CLASSIFICATION PURPOSE

To perform a wide variety of investigations of alleged or suspected violations of criminal laws in preparation of criminal defense cases; and to perform related work as required.

■ DISTINGUISHING CHARACTERISTICS

Positions in this class series are allocated only to the Public Defender's and the Alternate Public Defender's Offices.

Public Defender Investigator Trainee:

This is the trainee-level class in the Public Defender Investigator class series. Under immediate supervision, incumbents acquire a working knowledge of criminal investigations and perform the least difficult criminal investigations.

Public Defender Investigator I:

This is the entry-level class in this series. Under immediate supervision, incumbents perform routine criminal defense investigations.

Public Defender Investigator II:

This is the journey-level class in this series. Under general supervision, incumbents independently perform a full range of criminal defense investigations.

Public Defender Investigator III:

This is the senior investigator and the first-line supervisory class in this series. Under general supervision, incumbents may lead or supervise subordinate investigators and perform the most complex and difficult investigations. This class differs from the Supervising Investigator class in that the latter has responsibility for managing, training, and monitoring subordinate investigators. Additionally, they are responsible for the planning, directing, and coordinating investigative activities of the departmental case management system. Public Defender Investigators III in the Public Defender's Office report to the Chief Public Defender Investigator.

■ FUNCTIONS

The examples of functions listed in the class specifications are representative but not necessarily exhaustive or descriptive of any one position in the classes. Management is not precluded from assigning other related functions not listed herein if such duties are a logical assignment for the position.

Essential Functions:

1. Conducts field investigations and surveillance as assigned.
2. Locates and interviews principals and witnesses.
3. Prepares reports for use in the evaluation and defense of criminal cases.
4. Analyzes books and accounts.
5. Collects, compiles, analyzes and preserves factual information.
6. Prepares diagrams, charts, and scale drawings.

7. Photographs crime scenes and other items of evidence.
8. Operates electronic equipment.
9. Serves subpoenas.
10. Assists Deputy Public Defenders in arranging appearances of witnesses at trials and hearings and in preparing presentations of evidence.
11. Testifies in court.

Public Defender Investigator III

Essential Functions:

All the functions listed above and

1. Performs the most complex and/or difficult investigations.
2. May provide technical guidance and training to others.
3. May assign, review, and evaluate the work of subordinate staff.

■ KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

The following apply to all classes:

- Principles and techniques of criminal investigation, including: gathering, preserving, and presenting evidence, basic identification techniques and methods, and methods of operation.
- Laws of arrest, search and seizure, rules of evidence, and courtroom procedures.
- Interviewing and interrogation techniques.
- Principles and techniques of supervision and training.
- County customer service objectives and strategies.

Skills and Abilities to:

The following apply to all classes:

- Gather, assemble, analyze, and evaluate facts and evidence to draw conclusions and make sound recommendations.
- Obtain information through interview and field investigation.
- Establish and maintain effective working relationships with management, employees, employee representatives and the public representing diverse cultures and backgrounds.
- Treat County employees, representatives of outside agencies and members of the public with courtesy and respect.
- Assess the customer's immediate needs and ensure customer's receipt of needed services through personal service or referral.
- Exercise appropriate judgment in answering questions and releasing information; analyze and project consequences of decisions and/or recommendations.
- Operate scientific investigative equipment.
- Prepare clear, concise, and complete reports.
- Computer literate.
- Communicate effectively orally and in writing.
- Provides responsive, high quality service to County employees, representatives or outside agencies and members of the public by providing accurate, complete and up-to-date information, in a courteous, efficient and timely manner.

Public Defender III (in addition to the above):

- Assign, review, and evaluate the work of subordinate staff.
- Train subordinate staff.
- Evaluate the performance and work of subordinate staff.

■ EDUCATION/EXPERIENCE

Education, training, and/or experience that demonstrate possession of the knowledge, skills and abilities listed above. Examples of qualifying education/experience are:

Public Defender Investigator Trainee:

1. College-level course work equivalent to an Associate's degree (60 semester units) in criminal justice, political science, sociology, or a related field.

Public Defender Investigator I:

1. College-level work equivalent to an Associate's degree (60 semester units) in criminal justice, political science, sociology, or a related field, AND one (1) year of paid experience performing criminal investigative duties in a private investigative , law enforcement , public defender or other investigative agency; OR,
2. One (1) year of experience as a Public Defender Investigator Trainee in the County of San Diego Public Defender's or Alternate Public Defender's Office.

Public Defender Investigator II:

1. College-level course work equivalent to an Associate's degree (60 semester units) in criminal justice, political science, sociology, or a related field, AND, three (3) years of paid experience performing criminal investigative duties in a private investigative , law enforcement , public defender or other investigative agency; OR,
2. Two years (2) of experience as a Public Defender Investigator I in the County of San Diego Public Defender's or Alternate Public Defender's office.

Public Defender Investigator III:

1. College-level course work equivalent to an Associate's degree (60 semester units) in criminal justice, political science, sociology, or a related field, AND, four (4) years of paid experience performing increasingly complex criminal investigative duties with leadership responsibilities in a private investigative , law enforcement , public defender or other investigative agency; OR,
2. One year (1) of experience as a Public Defender Investigator II in the County of San Diego Public Defender's or Alternate Public Defender's office.

Note: Oral and written Spanish/English bilingual fluency, and competent computer skills, including Microsoft Word, keyboarding and the internet, are highly desirable.

■ ESSENTIAL PHYSICAL CHARACTERISTICS

The physical characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of the classifications. Reasonable accommodation may be made to enable an individual with qualified disabilities to perform the essential functions of a job, on a case-by-case basis.

Continuous upward and downward flexion of the neck. Frequent: sitting, repetitive use of hands to operate computers, printers and copiers. Occasional: walking, standing, bending and twisting of neck, bending and twisting of waist, squatting, simple grasping, reaching above and below shoulder level, and lifting and carrying of files weighing up to 20 pounds.

■ SPECIAL NOTES, LICENSES, OR REQUIREMENTS

License

A valid California class C driver's license, which must be maintained throughout employment in this class, is required at time of appointment, or the ability to arrange necessary and timely transportation for field travel. Employees in this class may be required to use their own vehicle.

Certification/Registration

None Required.

Working Conditions

May be required to work irregular hours, including evenings, weekends and holidays. Interview persons incarcerated in jails, prisons or persons held in court holding cells. Required to work in high crime and dangerous areas of the county. Required to interview and subpoena potentially violent juveniles or adults. On occasion, may be required to transport witnesses or clients, travel throughout the State of California and other states along Mexico and Canada. Office environment; exposure to computer screens and heavy typing.

Background Investigation

Must have a reputation for honesty and trustworthiness. Felony convictions will be disqualifying. Misdemeanor convictions may be disqualifying depending on type, number, severity, and recency. Prior to appointment, candidates will be subject to a thorough background investigation which may include a psychological, polygraph or other examination or test.

Probationary Period

Incumbents appointed to permanent positions in this class shall serve a probationary period of 12 months (Civil Service Rule 4.2.5).

New: January 29, 1988
Reviewed: Spring 2004
Revised: January 2006 – VEC
New: June 28, 2006

Public Defender Investigator Trainee (Class No. 005731)	Union Code: PS	Variable Entry: Y
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Public Defender Investigator III (Class No. 005766)	Union Code: PS	Variable Entry: Y